

«First» «Last»
Space # «RmTo»

INVENTORY CHECKOUT FORM

This **INVENTORY CHECK-OUT FORM** will be used in your work area to verify that all the items you designated for moving arrive at the correct location. **As you pack, complete this form. Make a copy of the completed form for yourself, and place this form on your desk in plain sight.** When you return to your office, use your copy verify that all items designated for the space arrived.

Record the descriptions of labeled items next to their label number. Leave blank or cross off any unused, damaged, or destroyed labels.

Label #	Description
1	Monitor
2	Left Speaker
3	Right Speaker
4	CPU
5	Keyboard
6	Mouse
7	Printer
8	Surge Protector
9	Wastebasket
10	Telephone
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Additional space is available on the back of the form for hand-labeled items.

Additional Items

Record the descriptions of any hand-labeled items next to their label number.

Label #	Description
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For any additional items, attach a separate sheet.